



## Checklist for MLS Administration

The MLS is a home language screener designed for SIFE identification. Use this worksheet to prepare to administer the MLS for the first time. See the [MLS Quicksheet](#) or [webinar](#) for an overview of the processes involved in using the MLS. Please see guidelines on page for information about who to administer the test to.

Before the test, please have the following information, equipment, and staff prepared:

Information	Equipment/Tools	Processes
<p>You will need:</p> <ul style="list-style-type: none"> <li>To set up an MLS account at <a href="https://mls.slalab.org">mls.slalab.org</a></li> <li>Your official school email address</li> <li>Your district or school's BEDS code (find BEDS code <a href="#">here</a>)</li> <li>Account password</li> </ul>	<ul style="list-style-type: none"> <li>A quiet administration room</li> <li>Stable internet connection</li> <li>Computer, laptop, or tablet</li> <li>Sufficient number of headphones</li> <li>Paper and pencil for math test</li> </ul>	<ul style="list-style-type: none"> <li>Register a student (See worksheet below)</li> <li>Administer a test</li> <li>Access Student Performance Reports</li> <li>Establish a contact at the District Office to get NYSSIS numbers if those are not otherwise available</li> </ul>

Technical support is available from the MLS Support Team at  
[MLS.email.server@gmail.com](mailto:MLS.email.server@gmail.com)

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## Proctor Preparation Guide

Topic	District or School Information
BEDS Code	
Password	
Who will administer MLS?	
Who should be contacted for student NYSSIS or OSIS Number?	
Who initiates scheduling a student to take the MLS?	
Where will MLS be taken?	
What time of day will MLS be taken?	
Any other logistics that need to happen?	
Who will analyze the student performance reports?	
What's the process for sending reports to teachers? How often will this happen?	
Other notes	

## Student Registration Worksheet

Required Field	Student Information
Student NYSSIS ID or OSIS number (If not available, this can be submitted later)	
Student first and last name	
Student date of birth	
Last grade student attended	
What grade will the student be placed in at your school?	
Student local ID (optional)	
Student's home language (Language student speaks in the home)	
Student's language of textbooks in home country	
Date of entry into NY State school system	
Has the SIFE Oral Interview Questionnaire been administered to this student?	
According to the SIFE Questionnaire, does the student have a gap of two or more years in education?	
Based on the student's educational background, is the student a potential SIFE student?	

## Guidelines for administering the MLS

Who can be identified as SIFE students?

- SIFE are newcomer immigrant students who have arrived in the US within the last 12 months.
- SIFE students are students who have reported a gap of two or more years, or inconsistency in their education prior to arrival in the US.
- SIFE students are NOT students who have had consistent schooling but placed below grade level on the MLS. These students do need support but if they have had consistent schooling, they are not SIFE.

A score of two or more years below grade level on the MLS alone should not be the sole measure for determining students as SIFE. “General Literacy Evaluation” can be selected as the test reason if the student does not have an interruption in education but you would like more information about their home language reading skills.

When you give a MLS test we will ask you why you are giving the test.

### SIFE Identification

You must confirm the following statements in order to administer the MLS to identify SIFE:

- ☐ I confirm that the student is a newcomer immigrant student who has arrived in the US within the last 12 months.
- ☐ I confirm that the student has reported a gap of two or more years of inconsistency in their education prior to arrival in the US.

### General Literacy Evaluation

Please note that the MLS was designed to identify potential SIFE students. However, schools may use the MLS for general literacy evaluation at their own discretion. You must confirm the following statement in order to administer the MLS for general literacy evaluation:

- ☐ I confirm this student will not be identified as SIFE based solely on the results of this MLS test.